



Guidance on Submitting a Written Report

Please note that all communication will be between yourself and a representative from CanaGlobe Compliance Solutions only and at no time will you be communicating directly with a representative from your company unless you choose to do so. Your contact information, if included in your report, is never shared with your company unless you choose to share it with them.

Preparing your information ahead of time using the following investigative questions/statements will help to ensure that you are providing as much detail as possible and will aid the designate in preparing an investigation.

Upon submission of your report you will be given a unique ticket number that is specific to your report. If you have chosen not to provide your contact information please ensure that you make note of this ticket number. If you have provided your email information you will receive an email with the ticket number. *This ticket number will allow you to go back into the system to check for any additional communication or to provide more information if necessary.*

1. Please describe the location of the alleged incident. Please include the city and specific regional association/office to ensure that your report is submitted to the correct designate for investigation
2. Please provide the department that alleged incident occurred in.
3. Please provide the date(s) and time(s) that the alleged incident(s) occurred.
4. Please describe the nature of the alleged wrongdoing (e.g. fraud, theft, conflict of interest).
5. How many times has the alleged incident taken place?
6. How long has the alleged incident been taking place?
7. Please state the full name(s) and title(s) of individuals and/or organizations whom you suspect of wrongdoing.
8. How did you become aware of the alleged improper activity?
9. Have you reported the alleged incident to anyone else? If so, what was the response?
10. Please provide any additional details of the alleged incident that you feel would be useful in the investigation.